

How to sign up a member of the public as a registered user on the Virginia Regulatory Town Hall

- ❑ Go to www.townhall.virginia.gov.
- ❑ Click on “Enter Town Hall.”
- ❑ At the bottom of the blue menu bar on the left, click on “Fast & easy sign-up.”
- ❑ You will see a screen like this one:

The screenshot shows a web browser window titled "Register For Town Hall Services - Microsoft Internet Explorer". The address bar shows the URL "https://www.townhall.virginia.gov/Notification/register.cfm". The page content includes a left sidebar with navigation links and a main section titled "User Information".

Virginia Regulatory Town Hall

Find a regulation by

- Subject/Title
- Secretariat
- Agency
- Board
- Search form

Regulatory changes

- Now in progress
- Open for comment
- Required by VA law
- Requested by public

Meetings

- Future
- Past meeting minutes

Registered users

- Log on
- Fast & easy sign-up

☐ Hide Menu

User Information

Virginia Town Hall services are free to all users. Registration allows you to submit online comments and receive notification of regulatory actions and meetings. For details about confidentiality of information submitted to the Town Hall, see the [Town Hall privacy policy](#).

Note: You must be at least 13 years old to register to use the Town Hall website.

Your email address will be your login name. * indicates a required field.

E-mail address* Re-type e-mail address*

Enter password* Confirm password*

Your password must be at least 6 characters and is case sensitive.

First Name* M.I. Last Name* Suffix

Title

Organization

- ❑ Enter person's information on this page including a password of his choosing. For security purposes, advise person to change his password the first time he logs on to the Town Hall website. Click “Save” at the bottom of the screen.



- Next, you will be taken to a notifications options screen. It will look something like this:

Notification Options

Please indicate below if you wish to receive e-mail notification about regulatory actions and meetings related to Virginia's regulations. Click **Save** at the bottom of this page to enter the Town Hall. Note: You may choose not to receive e-mail notification. You can change your preferences at any time.

Choose your area(s) of interest:
Click on the box below to indicate your areas of interest, if any. Click on the ☐ to view all items in a category or the ☐ to collapse a list of items.

- Select
 - ☐ Administration
 - ☐ Commerce and Trade
 - ☒ Education
 - ☐ Finance
 - ☐ Health and Human Resources
 - ☐ Independent Agencies
 - ☐ Natural Resources
 - ☐ Public Safety
 - ☐ Transportation
 - ☐ Technology

- Click on the + sign to view all items under a category. Click on the – sign to collapse a list of items.
- Click on the appropriate boxes to indicate the agencies, boards, and/or particular regulations the person is interested in receiving email notification about. Note: The person does not have to choose anything here if he does not wish to receive email notifications or if he wishes to indicate his preferences on the website at a later time.



- ☐ Note whether the person wishes to receive information regarding meetings and/or regulatory actions related to the subject areas he has indicated.
- ☐ Note whether the person wishes the email to be in HTML or plain text format.
- ☐ Press Save button.

Modify Town Hall Services Options - Microsoft Internet Explorer

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☐ Finance

☒ Health and Human Resources

- ☐ Department for the Aging
- ☒ Department of Health Professions
 - ☒ Board of Audiology and Speech-Language Pathology (18 VAC 30)
 - ☒ Board of Dentistry (18 VAC 60)
 - ☒ Board of Funeral Directors and Embalmers (18 VAC 65)
 - ☒ Board of Health Professions (18 VAC 75)
 - ☒ Board of Counseling (18 VAC 115)
 - ☒ Board of Medicine (18 VAC 85)
 - ☒ Board of Nursing (18 VAC 90)
 - ☒ Board of Nursing Home Administrators (18 VAC 95)
 - ☒ Board of Optometry (18 VAC 105)
 - ☒ Board of Pharmacy (18 VAC 110)
 - ☒ Board of Psychology (18 VAC 125)
 - ☒ Board of Social Work (18 VAC 140)
 - ☒ Board of Veterinary Medicine (18 VAC 150)
 - ☒ Department of Health Professions (18 VAC 76)
 - ☒ Board of Physical Therapy (18 VAC 112)
- ☐ Department of Rehabilitative Services

I would like to receive e-mail about:

☐ Meetings related to the subject areas I have indicated above

☐ Regulatory actions related to the subject areas I have indicated above

I would like to receive my e-mail in the following format:

☒ HTML (formatted messages that look like Web pages)

☐ Plain Text (choose this option if your e-mail program does not support HTML-enhanced e-mails)

Save Cancel

Done Internet

- ☐ The person is now signed up as a Town Hall registered user and will receive a confirmation email at the email address he provided.
- ☐ If the person wishes to edit his user information or notification preferences, he can do this any time by simply logging on to the Town Hall, and then clicking on 'Registration Options' on the blue menu bar.